INSTRUCTIONS: Drag and drop the letter parts from boox A to their correct slots in box B.

Box A

March 3, 2022

Dear Mr. Taylor:

As our new letterhead indicated, we have recently changed the name of our business from Fort Vancouver to Vancouver Manufacturing.

Mr. John Taylor
Director of Operations
ABC Corporations
100 E Main Street
Vancouver, Washington 98685

Lisa Gibson

Thank you for being one of our valued customers. We appreciate your cooperation in this matter.

Best Regards,

There has been no change in management and we will be providing the same products and fine serves on which we have built our reputation in the industry.

Box B

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LIVEWORKSHEETS